

**ECONOMIC DEVELOPMENT COMMISSION
2002-2003**

Dear Applicant:

Thank you for your interest in enhancing the City of Auburn's business environment and economic base. The attached proposal form has been created for your convenience.

To ensure proposals are not delayed in the review process, only complete forms will be considered. Your proposal must address all three resources of our community—**social, natural and financial**.

The Economic Development Commission will make every effort to review your proposal within two weeks. If your proposal is approved, you should allow a minimum of two additional weeks for City Council to authorize funding. **You will have one year from the date of funding authorization in which to use the funds. If funding has not been used in the one-year period as stated in your proposal, the funding authorization may be withdrawn, and you may be required to re-submit your funding request for approval.**

Your proposal will be processed on a first-come, first-served basis. Prioritization of funded proposals will be determined by the City of Auburn Economic Development Commission. Proposal prioritization will be based on relation to goals and objectives established by the Commission.

Thank you again for your interest in our community. Should you have questions, please direct them to Jane W. Amick, Business Development Coordinator, at 530/823-4211, Ext. 126.

Sincerely,

Janice Forbes
Chairman
Economic Development Commission

Mission Statement: "To enhance the City of Auburn's business environment and economic base, while preserving and enhancing the social, natural, and financial resources in our community."

DIRECTIONS FOR COMPLETING THE REQUEST FOR FUNDING FORM

As indicated by our Mission Statement, the Economic Development Commission views the City of Auburn business and economic base broadly. We recognize that our community's wealth is more than just our monetary worth. We believe that to grow a sustainable economy it is important that we understand and assess three types of capital—**social, natural, and financial**.

Because the Commission believes each form of capital helps support the economy, a good proposal should include a thoughtful statement as to how our community's social, natural, and financial resources will be preserved or enhanced by your project.

The term **Social Resources** might include, but is not limited to, education, the arts, volunteerism, community events which enhance sense of place, music, community markets, affordable housing, health fairs, museums, Native American history and sites, celebration of and maintenance of community history, and library activities.

The term **Natural Resources** might include, but is not limited to, the lands, agriculture, and open space surrounding our community, water quality of lakes, streams, and rivers; natural open areas, walking trails, parks, native trees, urban tree inventory, view sheds, wildlife, ridge lines and contours of the natural land, and access to nearby wild lands and canyons.

The term **Financial Resources** might include, but is not limited to, capital investment for infrastructure, residential and commercial buildings, job creation, job training, business diversification, small business development, business retention, low-interest loans for façade improvements, reinvestment in the commercial core and older housing stock, and city redevelopment projects.

A detailed budget for your proposal is required. At a minimum, please provide a breakdown of your total revenue, which should include fundraising, grants/donations, investment income, value of in-kind services, and any existing balance(s). Also provide a breakdown of your expenses, which should include fundraising, insurance, printing, postage, office, promotion, professional fees, and contingency. State "none" or "not applicable" when appropriate.

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CITY OF AUBURN
ECONOMIC DEVELOPMENT COMMISSION
REQUEST FOR FUNDING

GENERAL INFORMATION *(Please type or print)*

Name of Proposal Proponent: _____

Contact Person: _____

Name

Phone No.

Title

Mailing Address

Proposal Information *(Attach additional sheets if necessary)*

1. Proposal Description:

2. How does your proposal preserve and/or enhance the Social Resources of our community (quality of life and/or educational)?

3. *How does your proposal preserve and/or enhance the Natural Resources of our community (land, flora, and fauna)?*

4. How does your proposal preserve and/or enhance the Financial Resources of our community (job creation and/or sales increase)?

Funding Information *(Please attach a detailed budget for your proposal)*

A)	Amount Requested from this Commission	\$
i)	Amount of Other Funding to be Used	\$
ii)	Value and Description of Other In-Kind Services Requested	\$
B)	Total Amount of Other Funding/Services to be Used (i + ii)	\$
	Total Amount of All Funding Sources (A + B)	\$

Economic Development Commission Use Only

Date Received	Approved Funding	Declined (Reason)	Other (Explanation)
	\$		
Date Reviewed	In-Kind Service Amount		
	\$		

